For Promotion to Lieutenant:

USDA GS Course: Introduction to Federal Budgeting (BUDG7001N, 3.0 CEU; 30 hrs)
Total E-learning hours: 16 hours

E-Learning equivalent(s): **Federal Budgeting Process**

Course:	SmartForce (fgov_01_a08_bs_enus)
Duration:	1.0 hours
Instructor:	Test TVU (techs.doc@geolearning.com)

Course Description: Preparing and approving the US budget is one of the most important and difficult jobs of the president and Congress. In this course we examine how the annual federal budget is put together. The course begins by defining what the budget is. It seeks to understand how budgetary power is shared power employed under a system of checks and balances made possible by the separation of powers. The course sets down the actual budgetary process and charts how the budget is presented, negotiated, signed into law, and monitored. The course is aimed at those in the federal sector who wish to understand in a concise and straightforward manner how the federal budgeting system works today. SkillSoft's Legal Compliance course on the Federal Budgeting Process is developed and maintained with subject matter support provided by Christopher Yukins, Associate Professor of Government Contract Law, The George Washington University Law School, and Peter McKeen, a member of the adjunct faculty, University of Virginia Procurement and Contracts Management Program.

Basics of Budgeting

Course:	SkillSoft (FIN0152)
Duration:	3.5 hours
Instructor:	Test TVU (techs.doc@geolearning.com)

Course Description: Running a department without understanding the budget process is like driving a car without knowing how to steer. Every manager needs a basic understanding of how to plan, use, and monitor adherence to a budget. Addressing the needs of your own budget process will help you support the financial processes and goals of your organization as a whole. In this course, non-financial managers will learn the concepts and techniques vital to the budget process, including: forecasting revenue and expenses; choosing the best kind of budget strategy, and progressively measuring the success of your plan through the use of variance reports.

Master Budgets

Vendor Information:	SkillSoft (FIN0202)
Duration:	4.0
Instructor:	Test TVU (techs.doc@geolearning.com)

Course Description: Will you be able to expand? Will you be able to afford that new piece of equipment? What kind of profit can be expected if you do? To answer these questions about your business will not require a fortune teller. It will require the creation of a master budget. No matter the size of your company, if you are to succeed and continue to grow, you must carefully plan for your company's future. Master budgets can be used to predict the future success of your company and serve as a overall plan to indicate in which direction your company should grow.

Creating and Analyzing an Operating Budget

Vendor Information:	SkillSoft (FIN0161)
Duration:	4.5
Instructor:	Test TVU (techs.doc@geolearning.com)

Course Description: Working without a well thought-out operating budget can be compared to playing Pin the Tail on the Donkey. Although a company might know the direction in which it wants or needs to go, without a budget it must simply feel around in the dark and hope it comes close to its target. Unfortunately, if a business uses this approach, it will eventually fall victim to cash flow problems that could result in its downfall. As many would agree, the budget process in any business can be challenging and time-consuming. However, for a business to survive long-term, it must have a clear view of its goals and its means of achieving those goals. A well-planned budget is just the tool to help steer your company in the right direction--your company will be able to make critical decisions based on current facts and reasonable forecasts. In this course, you will learn the key components of an operating budget and be able to create a budget that you can manage and control. You will also learn various techniques to analyze your financial information, address variances, and, as a consequence, improve your company's operational performance and profitability.

Effective Budget Management

Course:	SkillSoft (FIN0163)
Duration:	3.0 hours
Instructor:	Test TVU (techs.doc@geolearning.com)

Course Description: A priority of effective budget management is to take steps to ensure that businesses create a manageable and controllable budget and to prevent cash crunch situations from developing. To effectively manage your budget, you need to understand the elements of the various budgets and understand the importance of ongoing monitoring and analysis of their individual components. In this course, you will learn how to develop a cash budget and utilize various techniques to determine a company's current or desired cash flow and liquidity levels. You will also learn various techniques to monitor and control your company's budgeted costs as well as the appropriate corrective actions to address issues that might arise. After completing this course, you will be able to apply your newfound knowledge to effectively manage you company's budget.

USDA GS Course: Assertive Supervision (SUPV3101N, 2.4 CEU; 24 hours)

Total E-learning hours: 9.5 hours

E-Learning equivalent(s): **Professional Assertiveness**

Course: SkillSoft (COMM0171)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Do you sometimes wonder if your professional style is too passive-hesitant and weak? Or do you find yourself acting too aggressively toward your co-workers or subordinates--too critical and overbearing? Do you wonder if there is another professional style that might be better for you?If you answered yes to any of these questions, it's a good time to learn to be an assertive business professional. This course will guide you as you move into a proactive, responsible, professional style. You'll learn methods to help you identify an appropriate assertive style and strategies to prepare you use that style. You'll also learn how to implement the assertive style in your work environment. With the assistance of this course, you'll no longer worry about being "too passive" or "too aggressive."

Assertiveness from the Inside Out

Course: SkillSoft (COMM0172)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Do you sometimes wonder if there's a way to alter your professional style--to change yourself from the inside out? Do you believe there may be strategies you could use to develop a more assertive professional style? Do you want to learn about strategies that can help you interact assertively with others in the workplace?Now is a good time to enhance your professional assertiveness skills if you answered "yes" to any of these questions. This course will guide you as you move into a more decisive, more effective professional style. You'll learn about methods that can help you build and strengthen your assertive style and strategies to prepare you to act more assertively. You'll also learn how to implement your new, assertive style as you negotiate with other professionals, develop teams and partnerships, and cope with opposition. With the assistance of this course, you'll blossom as you become the assertive professional you've wanted to be.

Assertive Communication Simulation

Course: Simulation

Duration: 0.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: You are a team leader in an international consulting firm which primarily serves the manufacturing industry. Your group is responsible for producing high-priced Executive Conferences, for PR and for profit. While (and because) the group's initial meetings were very profitable, the need for more dollars to fund other efforts prompted a new mandate: You must reduce production cycles in order to increase the number of conferences and the industries they target. The firm's goal: to increase profit as well as to gain exposure in new markets. While you had your concerns about implementing this strategy, you informed the team and outlined a streamlined procedure to reduce production times. However, several months later you found production times were longer than ever before. Your supervisor decided to step in and institute financial penalties for late delivery of conference agendas and programs. She announced this while you were on vacation, and on top of that, she put one of your best content developers "on probation." Her justification: the company is a flat organization and your team members are her direct reports. The simulation begins here. Your hand-picked team is on the verge of revolt, and they want you to do something. You must find a way to balance the needs of your team with the demands of your supervisor. Realizing that things have gotten out of hand, you have decided to modify your professional style and work on a more assertive approach in order to gain and maintain control. This simulation is based on the Skillsoft series "Assertive Communication" and contains links to the following courses: COMM0171 and COMM0172.

Etiquette for Supervisors

Course: SkillSoft (COMM0184)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Some supervisors seem to be able to energize their employees to give their best efforts. Other supervisors have to engage in a battle of wills to accomplish the simplest tasks. What's the difference? According to a 19th-century management thinker, a supervisor: "has the power to make employees happy or unhappy; and to make their jobs a pleasure or a burden. A supervisor's power lies in words and looks, things so intangible they are impossible to measure." In other words, supervisors increase their own effectiveness as well as the effectiveness of their subordinates simply by the way they conduct everyday tasks. In short, they do it by applying simple etiquette. In this course, the learner will explore the special etiquette of being a supervisor, the etiquette of one-on-one interactions with subordinates, the etiquette of listening as a supervisory tool, and the supervisor's role in sharing information between his subordinates and the rest of the company.